

**LANDSCAPE ARCHITECT SECTION  
JOINT BOARD OF ARCHITECTS, DESIGNERS, ENGINEERS,  
LAND SURVEYORS AND LANDSCAPE ARCHITECTS  
MEETING MINUTES  
MARCH 28, 2012**

Present by

Live Meeting: Rosheen Styczinski, Nancy Ragland, Mike Kinney and Andy Albright

Not Present: Bernie Abrahamson

Staff: Berni Mattsson, Executive Director; Yolanda McGowan, Legal Counsel; Michelle Solem, Bureau Assistant; and other Department staff

Rosheen Styczinski, Board Chair, called the meeting to order at 9:42 a.m. A quorum of 4 members was confirmed.

**ADOPTION OF AGENDA**

**Amendments**

- Add Item G(a) – CLARB Virtual Meeting
- Add Item K(12)(b) Application Denial Update

**MOTION:** Nancy Ragland moved, seconded by Andy Albright, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Nancy Ragland moved, seconded by Mike Kinney, to approve the minutes of September 21, 2012 as published. Motion carried unanimously.

**EXECUTIVE DIRECTOR MATTERS**

Berni Mattsson introduced herself as the interim executive director. She introduced Andy Albright as the newest member of the Section. All other Section members introduced themselves.

**Vice Chair Elections**

**NOMINATION:** Nancy Ragland nominated Mike Kinney as Vice Chair.

The Chair called for nominations three times before calling the vote. Mike Kinney was elected Vice-Chair for the 2012 calendar year.

Rosheen Styczinski made the following Section appointments:

Credentialing Liaison – Rosheen Styczinski

Screening Panel – Nancy Ragland

Monitoring Liaison – Andy Albright

Rules Committee – Rosheen Styczinski

Members were provided with an updated Board member guidebook. Members should sign and return pages 37-38 to Berni Mattsson

**BOARD DISCUSSION**

**1. EDUCATION AND EXAMINATION MATTERS**

Rosheen Styczinski indicated that she will be at a seminar later in the week presenting, on behalf of CLARB, a session relative to the national exam.

## 2. **PRACTICE QUESTION MATTERS**

- a. Discussion on the Universal Use of the “PLA” Post Nominal  
Rosheen Styczinski noted that that Wisconsin Statutes does not denote the post nominal designation of “PLA.” The only title that is protected by the practice act is “Landscape Architect.”

## 3. **LEGISLATION/ADMINISTRATIVE RULE MATTERS**

Yolanda McGowan provided a brief overview of the changes being suggested to  
Yolanda McGowan provided the Section with an overview of the changes brought about by 2011 SB 5453 that was signed into law and will become effective on May 4, 2012.

**MOTION:** Andy Albright moved, seconded by Rosheen Styczinski, approve the rule draft as revised and reflected on the record of today’s meeting. Motion carried unanimously.

## **INFORMATIONAL ITEMS**

Rosheen Styczinski told the Section that she participated in the spring CLARB meeting via virtual meeting.

**MOTION:** Nancy Ragland moved, seconded by Andy Albright, to nominate Rosheen Styczinski as the Section’s delegate to participate in the virtual CLARB meetings for the calendar year 2012 on behalf of the section. Motion carried unanimously.

## **NEW BUSINESS**

Rosheen Styczinski indicated that she has talked with other states and they have standardized reporting form for submitting CEU to the department. Yolanda McGowan explained the Continuing Education Audit process. Jill Remy indicated that the Education and Exams would be willing to create a form for licensees to track their courses and credits. Licensees are not required to submit the form with their renewal. The Section reviewed the draft form that was sent to them during the meeting. They would like to add a section for address, link to the website and statement of responsibility. They would also ask the form note that it is not to be submitted unless requested.

**MOTION:** Rosheen Styczinski moved, seconded by Andy Albright, approve a continuing education recording form for permissive use by licensees during the renewal process. Motion carried unanimously.

## **CLOSED SESSION**

**MOTION:** Rosheen Styczinski moved, seconded by Nancy Ragland, to convene to closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.). Roll Call Vote: Rosheen Styczinski - yes; Nancy Ragland - yes; Andy Albright - yes; Mike Kinney - yes. Motion carried unanimously. Open session recessed at 11:29 a.m.

## **RECONVENE TO OPEN SESSION**

**MOTION:** Mike Kinney moved, seconded by Rosheen Styczinski, to reconvene in open session at 12:10 p.m. Motion carried unanimously.

**VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION**

**PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS**

**CE WAIVER**

**MOTION:** Andy Albright moved, seconded by Nancy Ragland, to deny the CE waiver request received from W.S. Motion carried unanimously.

**APPLICATION MATTERS**

**APPLICATIONS REVIEWED ON MARCH 28, 2012**

The Section took the following action on applications.

**MOTION:** Rosheen Styczinski moved, seconded by Nancy Ragland, to take action on the applications as noted in the application files. Motion carried unanimously.

**FOR LANDSCAPE ARCHITECT EXAMINATION**

- a. Granted
  - 1. Hannon, Patrick J
  - 2. Saltzberry, Matthew T
  - 3. Swartz, Nikolaus

The Section authorized Berni Mattsson to sign necessary items on behalf of the Section as a result of the meeting today.

*Mike Kinney left the meeting at 12:12 p.m.*

**ADJOURNMENT**

**MOTION:** Nancy Ragland moved, seconded by Andy Albright, to adjourn the meeting at 12:27 p.m. Motion carried unanimously.